



DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION

Milwaukee County

PINKEY P. BUFORD • Purchasing Administrator

Vendor Fee Information

This is notification of an annual registration fee for all vendors who conduct business with Milwaukee County to provide goods and services. The annual vendor registration fee has been assessed in the amount of \$25.00 to establish, maintain and/or renew a contract through the Procurement Division. Your annual expiration date will be determined by the date your payment was received in this division. To more efficiently accommodate you, the Procurement Division will mail out a "vendor fee renewal" reminder quarterly. We hope that this service will assist you and reduce untimely delays in vendor/contractor awards.

Please make checks payable to Milwaukee County and send to:
Procurement Division, 2711 W. Wells Street, 5th Floor, Milwaukee, WI 53208
Attention: Vendor Fee

On-line Bids/Quotes/RFP's

All informal, formal bids and request for proposals will be on our website with the following information:

- Bid Number, Description Specifications and Commodity
- Bid Closing Date/Time
- Buyer Responsible for that particular commodity and their phone number

Each vendor is responsible for checking the website and downloading bids, quotes, request for proposals, vendor applications and all amendments. Effective November 3, 2003 the Procurement Division will no longer mail out bids. If you do not have a computer, please call the Procurement Division at (414) 223-8100 to obtain recommendations on how to facilitate access to the website.

Vendors are responsible for updating their records with the Procurement Division. If you are a new vendor, please look on our website for the new vendor's application. The Milwaukee County Procurement Division's website is: www.milwaukee.gov

For additional information please call the Milwaukee County Procurement Division at (414) 223-8100.

A handwritten signature in cursive script, reading "Brenda E. Hampton".
Brenda E. Hampton
Purchasing Manager



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Prospective Vendors:

In order for Milwaukee County to obtain information required of all vendors for inclusion in the procurement process and our Vendor database, it is necessary that the attached information be completed and returned to the Procurement Division.

Therefore, please complete the information and return the following:

1. Vendor Application Form– (Attachment I.) – Completed and signed.
2. Commodity Listing– (Attachment II.) – Please check all commodities and or services that apply to the nature of your company/business.
3. Equal Employment Opportunity Certificate– (Attachment III.) – Completed and signed.
4. Internal Revenue Certificate – (Attachment IV.) – Completed.

Send completed information, along with your \$25.00 registration fee.

(Make all checks payable to)

Milwaukee County Treasurer
Attention: Procurement Division
2711 W. Wells Street, 5th Floor
Milwaukee, WI 53208

Please direct all questions to the Procurement Division, (414) 223-8100.

Visit us at our new web site
www.milwaukee.gov



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VENDOR APPLICATION FORM

Date: _____

Company Name () _____ () _____
Phone Number Fax Number

Street Address City State Zip Code

PO Box (if applicable) e-mail address Federal ID #

Accounts Receivable (remit to) Address if difference from the address above.

Street Address City State Zip Code

Company Contacts:

Bid or Pricing Name Position Phone Number

Accounts Receivable Name Position Phone Number

Sale Representative Name Position Phone Number

Briefly describe the commodities or services you wish to make available to Milwaukee County

Note: Attach is a list of commodities for you to choose from.

Disadvantage Business Enterprise (DBE)

To be eligible to provide goods and services as a DBE to Milwaukee County, your firm must be certified by the Milwaukee County Community Development Disadvantage Business Development Program, Dane County, City of Madison, or the Wisconsin Unified Certification Program prior to the date prices are received. For more information, please contact the DBE office at (414) 278-5104.

Certified Attached: () Yes () No

Effective January 1, 2004: Please provide a vendor registration assessment fee of \$25.00. Make check payable to Milwaukee County. The vendor maintenance annual fee is to offset administrative cost. For more information, please call the Milwaukee County Procurement Division at (414) 223-8100.

Vendor maintenance fee attached: () Yes () No

Signature

Date

2711 WEST WELLS, 5TH FLOOR STREET • MILWAUKEE, WI 53208 • TELEPHONE (414) 223-8100 FAX (414) 223-8107

Vendor Registration Commodity Listing

- ☐ Advertising
- ☐ Automotive –Grader blade
- ☐ Automotive Supplies (Flash cubes, Wire, Repairs)
- ☐ Automotive- Transmissions, Repairs
- ☐ Automotive- V-Belt
- ☐ Barber & Beauty Supplies
- ☐ Beer
- ☐ Books
- ☐ Brushes
- ☐ Building Materials (Paint, Lumber, Flooring, Insulation, Brooms)
- ☐ Bus Transportation
- ☐ Chemicals & Acid
- ☐ Cleaning Supplies (Soap, Bleach, Wax)
- ☐ Clothing-General
- ☐ Clothing-Notions
- ☐ Communications Equipment & Supplies, Phone Equipment
- ☐ Computer Equipment, Training
- ☐ Concessions
- ☐ Copiers, Fax Machines & Maintenance
- ☐ Copy Paper
- ☐ Dental Services
- ☐ Electrical Appliances (Radio, TV, Repairs, Dryers)
- ☐ Electrical Supplies, (Flashcubes, Wiring, Repairs)
- ☐ Electronics
- ☐ Elevator Supplies & Service
- ☐ Engraving, Printing
- ☐ Envelopes (Pre-Printed)
- ☐ Environmental Consultants
- ☐ Escalator- General
- ☐ Express Mail (Fed Ex)
- ☐ Eyeglasses
- ☐ Financing
- ☐ Flags & Banners
- ☐ Floor Maintenance Equipment
- ☐ Fuel, Gas, Coal, Liquid Propane Gas
- ☐ Furniture, Welding Equipment (Gloves, Aprons)
- ☐ Glass, Mirrors
- ☐ Golf Cart Rental
- ☐ Graduation Pins
- ☐ Hardware (locks)-General
- ☐ Horticultural Supplies
- ☐ Hospital & Lab Supplies
- ☐ Household Supplies
- ☐ Jewelry, Watches
- ☐ Kitchen Equipment (Butcher, Carts, Racks, Refrigeration, Ovens, Stoves, Table Appliance)
- ☐ Ladders, Scaffolding, Hoses, Sprinklers
- ☐ Laundry Equipment, Household Supplies, Mops
- ☐ Law Enforcement, (Guns, Flares, Sirens, Warning Lights) etc.
- ☐ Lawn Mowers & Snow Blowers, Machinery
- ☐ Lighting Services – Contracts
- ☐ Machinery Shop
- ☐ Marine Supplies (boats)
- ☐ Medical Supplies, Blood
- ☐ Messenger Services
- ☐ Metals
- ☐ Microfiche, Credit Reports, Financing, Typewriters
- ☐ Moving Service
- ☐ Music
- ☐ Name Badges, ID
- ☐ Novelties
- ☐ Occupational Therapy Supplies
- ☐ Office Machines & Repairs

- ☐ Paper (Printing paper Stock)
- ☐ Paper Products, (Plates, Napkins, Straws, Tissue)
- ☐ Patient Transportation
- ☐ Petroleum Products, Gas, Diesel Fuel, Gas Equipment
- ☐ Pharmaceutical Supplies
- ☐ Photo Equipment
- ☐ Plastic Liners
- ☐ Plumbing Supplies (Portable Toilets)
- ☐ Pool Equipment & Supplies
- ☐ Process Service
- ☐ Protective & Safety Equipment
- ☐ Real Estate Rental
- ☐ Recreation Equipment (Athletic, Sports)
- ☐ Rental Equipment, Farm, Lawn, Road, Hauling
- ☐ Road Construction Material
- ☐ Runway De-icer, Road Salt
- ☐ Salt Water Softener
- ☐ Services – Morgue Conveyance
- ☐ Services- Armored Card
- ☐ Services-Asbestos, Abatement & Removal
- ☐ Services-Grease Cleaning
- ☐ Services-Laundry
- ☐ Sewing Machines
- ☐ Signs
- ☐ Snow Plows
- ☐ Snowplowing Service
- ☐ Soil Testing- Loeachate Sampling
- ☐ Subscriptions, Books
- ☐ Tableware, (Paper Products)
- ☐ Tarps- Canvas & Tents
- ☐ Temporary Help Services
- ☐ Textiles
- ☐ Traffic Control
- ☐ Traffic Marking
- ☐ Trailers
- ☐ Trash Containers –General
- ☐ Trophies/Awards
- ☐ Truck Bodies
- ☐ Two Way Radio Batteries
- ☐ Vehicles, (Rentals)
- ☐ Video Equipment
- ☐ Water Treatment
- ☐ Window Shades, Textiles
- ☐ Window Washing Service

**EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATE
FOR MILWAUKEE COUNTY CONTRACTS**

In accordance with Section 56.17 of the Milwaukee County General Ordinances and Title 41 of the Code of Federal Regulations, Chapter 60, SELLER or SUCCESSFUL BIDDER or CONTRACTOR or LESSEE or (Other-specify) _____ (Hence forth referred to as **VENDOR**) certifies to MILWAUKEE COUNTY as to the following and agrees that the terms of this certificate are hereby incorporated by reference into any contract awarded.

Non-Discrimination

VENDOR certifies that it will not discriminate against any employee or applicant for employment because of race, color, national origin, age, sex or disability which includes but is not limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship.

VENDOR will post in conspicuous places, available to its employees, notices to be provided by the County setting forth the provisions of the non-discriminatory clause.

A violation of this provision shall be sufficient cause for the County to terminate the contract without liability for the uncompleted portion or for any materials or services purchased or paid for by the contractor for use in completing the contract.

Affirmative Action Program

VENDOR certifies that it will strive to implement the principles of equal employment opportunity through an effective affirmative action program, which shall have as its objective to increase the utilization of women, minorities, and persons with disabilities and other protected groups, at all levels of employment in all divisions of the seller's work force, where these groups may have been previously under-utilized and under-represented.

Non-Segregated Facilities

VENDOR certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained.

Subcontractors

VENDOR certifies that it has obtained or will obtain certifications regarding non-discrimination, affirmative action program and nonsegregated facilities from proposed subcontractors that are directly related to any contracts with Milwaukee County, if any, prior to the award of any subcontracts, and that it will retain such certifications in its files.

Reporting Requirements

Where applicable, **VENDOR** certifies that it will comply with all reporting requirements and procedures in Title Code 41 Code of Federal Regulations, Chapter 60.

Affirmative Action Plan

VENDOR certifies that, if it has 50 or more employees, it has filed or will develop and submit (within 120 days of contract award) for each of its establishments a written affirmative action plan. Current Affirmative Action plans, if required, must be filed with ANY one of the following: The Office of Federal Contract Compliance Programs or the State of Wisconsin, or the Milwaukee County Department of Audit, Milwaukee County-City Campus, 9th Floor, 2711 W. Wells Street, Milwaukee, Wisconsin, 53208. If a current plan has been filed, indicate where filed _____ and the year covered _____. Please provide proof of your AA plan approval.

VENDOR will also require its lower-tier subcontractors who have 50 or more employees to establish similar written affirmative action plans.

Employees

VENDOR certifies that it has _____ employees in the Standard Metropolitan Statistical Area (Counties of Milwaukee, Waukesha, Ozaukee and Washington) and _____ employees in total.
(No. of employees) (Total No. of employees)

Compliance

VENDOR certifies that it is not currently in receipt of any outstanding letters of deficiencies, show cause, probable cause, or other notification of noncompliance with EEO regulations.

Executed this _____ day of _____, 20 _____ by:

Firm Name _____

Address _____

City, State, Zip _____

Telephone _____

WARNING: An unsigned form shall be considered as a negative response.

BY _____
(Signature)

(Please Print Name Here)

(Title)



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PINKEY P. BUFORD • Purchasing Administrator

Reference: Vendor No. _____

Dear Vendor:

The Internal Revenue Service requires us to submit informational returns for certain types of payments to vendors. In order to comply with the IRS regulations and to avoid any penalties, we will need the following information for our files. Failure to provide this information will result in back-up withholding.

If you are providing a federal identification number, you must provide the legal name assigned to that number. If you provide a social security number, you must also provide your individual name, not just the name of your business. The name and the Tax ID number must match what is on record at the IRS.

Federal Tax ID # _____ Legal Name _____

-OR-

Social Security # _____ Individual Name _____

Type of Business:

- | | |
|---|---|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Service Corporation |
| <input type="checkbox"/> Corporation (provider or medical & Healthcare services/supplies) | <input type="checkbox"/> Non-Profit |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Government |
| <input type="checkbox"/> Individual Proprietorship | <input type="checkbox"/> Other (please specify) |
| Sub-chapter S. Corporation | _____ |
| | _____ |

Please return this completed form within ten days to:

Milwaukee County
Accounts Payable – Rm. 301
901 N. 9th Street
Milwaukee, WI 53233

Accounts Payable Manager

2711 WEST WELLS, 5TH FLOOR STREET • MILWAUKEE, WI 53208 • TELEPHONE (414) 223-8100 FAX (414) 223-8107